Philosophy Graduate Student Travel Award

Who Can Apply?

Offered to continuing graduate students enrolled in a graduate program in the Department of Philosophy at the University of Calgary for the purpose of presenting at a conference. Funding will be contingent on a paper being accepted for presentation at a conference.

It is not a requirement that your paper be accepted at the time of application, just that you identify the travel opportunity you are interested in in advance.

Awards for each Fiscal Year are limited to a maximum per applicant of $500 CND to be paid out during the same Fiscal Year (April 1 – March 31), with the exception of travel scheduled in March, which will be paid out in April of the following Fiscal Year.

Applicants must be in good financial standing at the University of Calgary (ie. not in arrears of fees)

How Do I Apply?

Complete the Application for Philosophy Graduate Student Travel Award form (attached below, page 3). Submit the completed form to Sage Murphy, Department Assistant, in the PHIL main office (SS 1256) or via email to sjmurphy@ucalgary.ca. Your application must be submitted/approved PRIOR to the proposed travel. Applications are accepted twice a year.

Deadline dates:

March 15 -- for travel between April 1 and September 30
September 1 -- for travel between October 1 and March 31

A notification email will be sent 1-2 weeks following application receipt date regarding the status of the application.

How Do I Submit a Claim?

Awards are paid out AFTER the travel has been completed as expense reimbursement claims.

Step 1) In order to get reimbursed from the University of Calgary, you must first be registered as a Business Systems “Expenses” user. Call 220-5555 Ext 2. Identify yourself as a Philosophy Graduate Student (they will ask for your UCID number) and request access to “Expenses”.

Step 2) Itemize each expense you are claiming on the Expense Claim form (attached below, page 4) and include all pertinent receipts. All receipts must be original (no photocopies). Bring the completed Expense Claim Form and all receipts to the PHIL main office (SS 1256) and submit to Sage Murphy for processing.

Step 3) Once your expense access has been set up (step 1) and your receipts have been compiled (step 2), you will need to delegate Sage Murphy to enter the expense claim on your behalf. Please go to the PHIL main office during regular business hours to set up the delegation.
**If your travel award application is approved and your paper does not get accepted or if your trip gets cancelled, please notify Tram Nguyen, PHIL Department Manager, via email: tram.nguyen1@ucalgary.ca. In this case, you would be eligible to reapply for a different conference up to the $500 limit in the same fiscal year.**

**The travel claim must be submitted to the PHIL main office no later than 10 business days following the return date of your trip.** Once the claim is entered, you will receive a notification email.

Funding is limited so all applications are ranked. It is important that you submit your application by the deadline date so applications can be evaluated together. Missing the deadline will automatically render your application as an “off-cycle” request.

FAQ:

Q: What criteria will be used to rank my application?

A: Priority will be given to:

- Students presenting papers (versus presenting commentaries)
- Students further along in their program but making expected progress; PhD students over MA students: (PhD 5 > PhD4 > PhD3 > PhD2 > PhD1 > MA 2 > MA1 > PhD 5+ > MA 2+)
- PhD students with less than 3 previously funded applications
- MA Students without previously funded applications

Q: I have already been approved/reimbursed for a PHIL graduate student travel award in the current fiscal year, but the total claim was less than $500, can I apply for additional funding?

A: Yes. You are eligible for up to max of $500 per fiscal year. However, applicants that have not received funding in the current year will be given priority.

Q: I have missed the application deadline, can I still apply?

A: Yes, but only for unanticipated travel opportunities.

For travel that is not anticipated, we continue to accept applications throughout the year and will fund, budget allowing.

However, please be aware that in these cases the opportunity must genuinely be unanticipated. The CPA meetings happen at more or less the same time each year -- suddenly deciding to attend is not an unanticipated travel opportunity, just an unplanned one.

Q: I would like to present at a conference during the fiscal year, but do not know which one yet, can I still apply?

A: Applications that do not have a specific conference identified will not be accepted.

Further Questions: Contact Tram Nguyen in SS 1254, tram.nguyen1@ucalgary.ca, or (403) 220-7412.
Application for Philosophy Graduate Student Travel Award

Submit the completed application form to Sage Murphy, Department Assistant, in the PHIL main office (SS 1256) or sjmurphy@ucalgary.ca

Deadline dates: March 15 -- for travel between April 1 and September 30; Sept 1 -- for travel between October 1 and March 31

Name of Applicant: [ ] PhD Program [ ] MA Program Current Year in Program:

Amount of Request (maximum $500 per fiscal year, i.e. April – March): $

Date of Travel: Destination:

Details of Proposed Use of Funds Awarded (e.g., airfare, accommodation, etc.):

Purpose of Travel (Name of the conference, and the title and a short description of your presentation.)

_________________________________________ Date ________________
Applicant’s signature

_________________________________________ Date ________________
*Supervisor’s signature

Supervisor’s signature confirms that supervisor is aware of applicant’s planned travel purpose/dates and is a requirement of application. Supervisor’s signature does not guarantee financial approval of award funds.

Department Head’s Recommendation:

Approved [ ] Amount: $

Declined [ ] Comment:

_________________________________________ Date ________________
Department Head’s signature
Expense Claim Form
Philosophy Graduate Student Travel Award

Awards are paid out AFTER the travel has been completed as expense reimbursement claims.

If you have received other sources of funding for travel, please submit your expense claim to those source(s) PRIOR to the PHIL Graduate Student Travel Award. Any portions not covered by other sources of funding can be submitted to the PHIL main office for reimbursement up to the approved application maximum.

Bring the completed Expense Claim Form and all receipts to the PHIL main office (SS 1256) and submit to Sage Murphy for processing. The travel claim must be submitted to the PHIL main office no later than 10 business days following the return date of your trip.

UCID # _________________________________

Last Name: ______________________________ First Name: __________________________

Email: ________________________________ Contact Phone #: _____________________

Name of Conference: ____________________________________________________________

Dates of Conference: ________________ Destination of Travel: _________________

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TOTAL

*Missing Receipts form, if required, is attached below (page 5)

Required Supporting Documents

- All Official Supporting Documents (i.e. schedule or program indicating the dates of meeting, conference or workshop)
- Detailed Receipts (i.e. hotel folio, restaurant receipts, car rental agreement, etc.); Missing Receipts form in lieu of original/itemized receipt
- Proof of Payment for all receipts (if receipt is in foreign currency you must provide verification of exchange rate or accept the default PeopleSoft rate)

____________________________ Date __________________________

Department Manager’s signature
LOST RECEIPT DECLARATION FORM

This form is to be completed if you are unable to produce original receipts attached to your Expense Claims, or Pcard.

I, __________________________, UCID# __________________________ hereby declare that I have lost, never received or am unable to produce an original receipt. I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future.

A detailed list of the goods and/or services purchased is as follows:

Vendor Name ________________________________________________________________
Vendor Address and Phone __________________________________________________________

Date of Purchase __________________________ Amount of Purchase __________________________

Description of goods/services purchased:

________________________________________________________________________

Printed Name of CLAIMANT __________________________ Signed Name of CLAIMANT __________________________

Printed Name of one up APPROVER __________________________ Signed Name of one up APPROVER __________________________